

# TEXAS HOUSE OF REPRESENTATIVES



ANA-MARIA RAMOS



STATE REPRESENTATIVE • DISTRICT 102

**POSITION:** Communications and Digital Specialist

**LOCATION:** Austin, TX or HD 102 area

## **SUMMARY:**

The District Office of Texas State Representative Ana-Maria Ramos (HD 102) is seeking a highly organized, bilingual, full-time, Communications and Digital Specialist. This position involves maintaining relationships with the Texas press corps, drafting press releases, conducting rapid media response, and overseeing digital engagement with constituents. Applicants should be fluent in English and Spanish with capabilities of reading, writing, and speaking both languages. The position will be predominately remote with occasional in-office days when not in Session. During Session, it may be required to attend Representative Ramos' Capitol office M-F. Must be available to work 40 hours per week, including occasional weekends and holidays. Start date: ASAP.

## **ESSENTIAL JOB FUNCTIONS:**

- Create original graphics, logos, and content;
- Conduct regular community surveys;
- Draft and publish press releases regarding public policy matters;
- Create and send out monthly newsletters via Constant Contact;
- Build a contact list for newsletter subscriptions;

- Study performance analytics and adjust content as needed;
- Successfully get information out to constituents via rapid media response;
- Create a comprised content planner and calendar (monthly/daily);
- Maintain a good working relationship with Representative Ramos, staff, and constituents;
- Reports directly to the Deputy Chief of Staff.

**SKILLS AND KNOWLEDGE REQUIRED:**

- Ability to fluently read, write, and speak in Spanish and English;
- Strong oral and written communication skills in public outreach;
- Knowledge about House District 102;
- Thoroughness and careful attention to detail;
- Ability to work closely with a team and take direction;
- Be punctual and professional;
- Proficiency in Adobe Suite, Canva, Microsoft Office, Google Suite, Zoom, Wix, Constant Contact, and analytics research;
- Responsive to calls, texts, and emails.

**SALARY:**

Salary will be commensurate with experience.

**APPLICANTS:**

Ideal applicants reside in Austin, Texas or the HD 102 and are knowledgeable in content creation and digital outreach. To apply, please send a resume, cover letter, three professional references, and a writing sample with the subject line “Communications and Digital Specialist Position” to Crystal LaCount at [crystal.lacount@house.texas.gov](mailto:crystal.lacount@house.texas.gov). The writing sample should be bilingual and relevant to any current public policy issue. Include original graphic design work along with your text as attachments. Only applications selected will be contacted for an interview. Thank you for considering joining our team.

*The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disability Act, if you require reasonable accommodations during the application process, please call 512-463-0865.*

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